# Request for Offers (RFO) Addendum

**RFO Number:** <u>RFO0040</u>

**Addendum Number:** <u>02</u>

**Date of Addendum:** <u>March 10, 2015</u>

**Original Due Date, Time:** <u>March 12, 2015; 4:00 PM</u>

**Revised Date, Time (if changing): NA**

**Title:  MNsure IT Development Project - Project Managers**

## SCOPE OF ADDENDUM

The following are changes to the RFO:  Posting questions and answers:

**Question1:** Are you expecting to select just one organization to provide you with all 10 positions or will take the best 10 amongst all submittals?   Do we need to submit 10 people to be considered? Are you going to interview all candidates and just take the top 10 candidates, regardless of company? Is it correct to assume that we can provide less than five resumes for this work? Five resumes have been requested, with a need for 10 resources total.   Is the intent to purchase all five resources as a team, or to make individual hiring decisions on a person-by-person basis?

**Answer1**: No, the expectation is not that one vendor provides all the resources - all submitted resumes that pass the minimum qualifications will be evaluated individually and selections are based on the individual submitted.  Five or less resumes will be accepted from each vendor.

**Question 2:** Project Milestones and Schedule: Please clarify the Projected Transaction Start Date. The document indicates that the project begins (3/9/2015) before the award for the work is made (3/19/2015).  Can you clarify the anticipated start date for the selected project managers (the RFO says 3/9/15)?  In the RFO on page 2 "Project Milestones and Schedule it gives March 9th as the projected start date but this has obviously changed so is there a new expected initiation date?

**Answer 2:**  We will want the candidates to begin as soon as possible after the award for the work is made.

**Question 3:** Are you able to let me know if there is an incumbent for this project?  can you inform me if you already have incumbents for these roles?

**Answer 3:**  No, there are no incumbents in these positions.  These are new positions with new funding.

**Question 4:** What would make our candidates stand out – Locals? Public Sector experience? Methodology? Is there specific project experience that would help? PMP certification?

**Answer 4:**  Candidates who can demonstrate meeting both the required skills and the desired skills.

**Question 5:** What part of St. Paul will this resource be working?  Please confirm the address of which MnDHS location the selected resources will be working at?

**Answer 5:**  Downtown St. Paul in one of the Human Services or MNsure offices.


**Question 6:** Are you going to highly favor a candidate with healthcare experience over ones that do not?

**Answer 6:**  No, but all other requirements equal, we will use the desired skills as the tie breaker.


**Question 7:** How important is a healthcare background? Will candidates be screened out who do not have healthcare in their background?   Are you going to highly favor candidates that have been involved with the insurance industry, claims systems or working for/with government entities?

**Answer 7:**  We are looking for candidates with strong project management experience with relevant subject matter experience.


**Question 8:** We have candidates that match have 8 plus years of experience but 5 engagements.  They met all other required and Desired ---Is it work (worth?) submitting or would they be rejected for not have 8 engagements?

**Answer 8:**  Candidates must meet all of the Required Skills listed in order to meet the pass/fail requirements.


**Question 9:** Any chance of extension?  Is it possible that the contract end date will go beyond December 31, 2015 or have optional extensions?

**Answer 9:**  An extension is not planned at this time but is possible.


**Question 10:** Please consider delaying the Proposal/Resume due date to 3/16/2015 due to the large number of RFO with the large number of resumes and references that are due all at one time.

**Answer 10:**  This date will not be extended.


**Question 11:** What development methodology do you use?  Is the methodology at the State of MN Agile or Waterfall?

**Answer 11:**  We use both iterative and waterfall methodologies.


**Question 12:** Describe in high level detail the digital skills needed for this project.

**Answer 12:**  For project managers we are looking for a background leading IT initiatives.  A background coming out of the developer area is not necessary.


**Question 13:** What is the level of forward Technology innovation being used?

**Answer 13:**  The State does not understand this question, we decline to answer this.

**Question 14:** For this RFO, how will the state be conducting interviews? Face to face? Phone? Skype?  Could you please explain about the interview process?

**Answer 14:**  If interviews of the top candidates occur they will be conducted by phone or in person.


**Question 15:** Also, we have a few potential resources who are not available until April or May, are you open to considering candidates who are not available for an immediate start or is the plan for all the PMs to start immediately after the selection process?

**Answer 15:**  Immediate start is planned.


**Question 16:** 3. Conflict of Interest Statement: The RFO submission format asks for a Conflict of Interest Statement as it relates to this project. Does the state have a standard form to utilize for this purpose?  Or should we just repeat the language in contained in the Conflict of Interest section in the General Requirements?

**Answer 16:**  There is not a standard form or format for the required Conflict of Interest statement.  You may repeat the pertinent language that is contained in the Conflicts of Interest section under the General Requirements of the RFO within your response to the solicitation.


**Question 17:** Will the state provide the vendors submitting responses to the RFO(s) the scoring results of the Evaluation Process for all vendors. Please provide an example of how the RFO Evaluation Process scoring will be calculated.

**Answer 17:**  As identified in the RFO, the evaluation process is:

- Desired Skills (70%)
- Cost (30%)

Based on the high volume of the program, this information is not routinely released.

**Question 18:** The Project Requirements section states that all work must be done in St. Paul unless otherwise arranged. Does this mean you will accept an approach that utilizes some combination of on-site and off-site work (for example 65% / 35%) depending on the nature of the tasks?

**Answer 18:**  We require on site project managers.


**Question 19:** Can you share what you expect as a maximum for hourly rates for this work?

**Answer 19:**  Vendors need to submit their proposed hourly rate for a candidate with their response – a bill rate is not pre-established


**Question 20:** Please confirm that 100% of the work performed by the selected resources will be done at the location provided above?

**Answer 20:**  Yes, all work will be done at the St. Paul locations.


**Question 21:** Please confirm that travel isn't expected to perform the duties outlined in this RFO?

**Answer 21:**  There is no travel required for these positions.

**Question 22:** Please confirm that MnDHS expects to secure this resource on a Staff Augmentation, Time and materials basis?

**Answer 22:** Yes, the State expects to secure these staff augmentation positions using a maximum number of hours at a defined hourly rate (time and materials), not deliverables based.

**Question 23:** Please confirm that MnDHS will payout based on MnDHS approved timesheet submitted by the selected resource?

**Answer 23:** Yes, standard timesheets will be utilized to approve hours worked.


**Question 24:** To satisfy the "Cost" portion of this RFO, please confirm MnDHS's expectations. Should vendors included submitted resource names along with "Bill-Rates" in the cover letter of their proposal? Or should vendors include a separate "Cost Proposal" and if so, what information would MnDHS like to be included in the "Cost Proposal"?

**Answer 24:** Addendum #1, posted on 3/5/15 addressed the Cost portion of the RFO.


**Question 25:** Are there specific and distinct requirements for different PMs? In other words, do they want all 10 to have the same skill sets, or are there specific needs that each of the 10 need to possess?

**Answer 25:** There are not specific requirements other than the minimum requirements specified in the RFO.


**Question 26:** The overall program is very well defined, but is there a breakdown of the individual workstreams/projects that the PMs would be responsible for delivering?

**Answer 26:** There are defined priorities for the 2015 year and we will work to assign and work these priorities as the dependencies are completed and resources become available.


**Question 27:** Are you looking for any specific technical background such as WebSphere?

**Answer 27:** No


**Question 28:** What does the project list look like, what are the critical objectives say in the next 6-12 months?

**Answer 28:** There are defined priorities for the 2015 year and we will work to assign and work these priorities as the dependencies are completed and resources become available.


**Question 29:** Are you looking for PM's to be proficient in any specific project planning tools?

**Answer 29:** That is not a requirement. However all project managers must be able to create a project schedule and track issues and risks. We will provide instruction to use our issue tracking tool.

**Question 30:** What does the technical environment look like?

**Answer 30:** The technical environment is a tapestry of COTS products with customized and configured applications to meet Minnesota's business need.

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**Question 31:** What are the top ten risks that need to be managed?

**Answer 31:** Each project within the program is tracking the risks specific to the work of the project. Tight timelines, competing resources, and high visibility are three issues which are shared by most projects that increase various risks.


**Question 32:** When assessing the PM, what soft skills are you most interested in seeing?

**Answer 32:** Please see evaluation criteria for scoring elements.


**Question 33:** Are there any organizational issues related to change that the PM's need to be aware of in the existing organization?

**Answer 33:** No.


**Question 34:** What is the typical size of the projects in your portfolio, both in people or dollars?

**Answer 34:** The State declines to answer this question.


**Question 35:** Are you looking for the PM to help develop staff or provide any performance review feedback?

**Answer 35:** There are no supervisory responsibilities for these positions.


**Question 36:** How your resource environment managed, are there resource pools (Centers of Excellence) or are resources dedicated to one or two projects?

**Answer 36:** Both are true. We are organized functionally in MN.IT (e.g. Business Analysis is an area, Quality Assurance is an area, Project Management is an area and staff are matrixed into projects).


**Question 37:** On average how many projects with be assigned to any one individual Project Manager?

**Answer 37:** This depends upon the size and demands of the project. It is common to be leading two to three mid-sized to large projects. Sometimes a project is a full time job to lead and then the PM only is assigned that project work.


**Question 38:** Can you share some of the key challenges/issues with the projects so we might find the best resource fit?

**Answer 38:** Tight timelines, competing resources, and high visibility are three issues which are shared by most projects.


**Question 39:** Can we present out of State candidates who are willing to be in Saint Paul for 40 hours a week?

**Answer 39:** Yes, they will be considered based on their meeting the minimum and desired qualification.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE:

# Request for Offers (RFO) Addendum

**RFO Number:  RFO0040**

**Addendum Number:   1**

**Date of Addendum: 3/5/2015**

**Original Due Date, Time: 3/12/2015, 4:00 pm**

**Revised Date, Time (if changing): N/A**

**Title:  MNsure IT Development Project - Project Managers**

**SCOPE OF ADDENDUM**

The following are changes to the RFO: **Revising the Submission Format Section** (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions.)

**Submission Format**

The proposal should be assembled as follows:
1. **Cover Page**
   Master Contractor Name
   Master Contractor Address
   Contact Name for Master Contractor
   Contact Name's direct phone/cell phone (if applicable)
   Contact Name's email address
   Resources (Consultants') Names being submitted

2. **Overall Experience**

   1. Resumes identifying the Required Skills, i.e. minimum pass/fail requirements, including companies and contacts where the resources have demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.

   2. Resumes identifying identified Desired Skills.

3. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.

### 3. Cost Proposal
       **a.** Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted and their corresponding proposed hourly rate

~~3.~~ **4. Conflict of interest statement as it relates to this project**

~~4.~~ **5. Additional Statement and forms:**

**required forms to be returned or additional provisions that must be included in proposal**

    a)    Affirmative Action Certificate of Compliance (if over $100,000, including extension options) http://www.mmd.admin.state.mn.us/doc/affaction.doc

    b)    Equal Pay Certificate Form (if proposals exceeds $500,000, including extension options) http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc

    c)    Affidavit of non-collusion http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc

    d)    Certification Regarding Lobbying  (if over $100,000, including extension options) http://www.mmd.admin.state.mn.us/doc/lobbying.doc

    e)    Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable) http://www.mmd.admin.state.mn.us/doc/vetpref.doc

    f)    Resident Vendor Form (if applicable) http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc


This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

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